

DEPARTMENT OF REHABILITATION SERVICES

JOB OPPORTUNITY

EDUCATION BUREAU CHIEF (Unclassified)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Farmington Avenue, Hartford CT

Job Posting No: 32214

Hours: Monday to Friday, 40 hours per week

Bargaining Unit: Managerial

Salary: \$105,623.00* - \$144,021.00 Annually (MP-70)
* Employees new to CT state service start at the minimum of the range

Posting Date: October 1, 2015 to October 15, 2015

The Connecticut Department of Rehabilitation Services is currently recruiting for an Education Bureau Chief for the Bureau of Rehabilitation Services. This position reports directly to the Director of the Bureau of Rehabilitation Services with the primary responsibility of overseeing the development, implementation and adherence to program policies, procedures and service delivery within the Vocational Rehabilitation program. The successful candidate will have experience in the following areas:

- Developing and overseeing quality assurance procedures necessary to insure compliance with state/federal regulations
- Vocational Rehabilitation case management systems
- Vocational Rehabilitation Appeals Process.
- Contract development, vendor relations and rate setting
- Oversight of purchase and/or provision of vocational rehabilitation services from Community Rehabilitation Providers
- Vocational Rehabilitation Staff Development and Training

This position will provide assistance to the Director of Rehabilitation Services in coordination/collaboration with partner departments and programs and will be the primary liaison to agency Staff Attorney/AAG when dealing with legal issues. The selected candidate should possess a thorough knowledge of the practice, philosophy and policies of a Vocational Rehabilitation Program. The selected candidate should also have demonstrated the ability to provide support to field staff related to consumer issues; to plan and oversee projects; to meet deadlines and multi-task; to interpret and apply federal regulations and/or state statutes; familiarity with Management Information Systems and Labor management. Must have excellent managerial skills, along with excellent written, communication and organizational skills. Computer experience is a must. The ability to get along with others and maintain a positive attitude is essential. Candidate will be required to travel in and out of state. The preferred candidate will have experience overseeing a Vocational Rehabilitation program.

EXAMPLES OF DUTIES:

Directs vocational rehabilitation programs and staff activities and manages all related functions; develops comprehensive long and short term goals and objectives which support vocational rehabilitation initiatives and agency mission; participates and makes recommendations in review and formulation of agency policy, program priorities, funding, legislation and regulation; develops or assists in the development of vocational programs; provides consultant services; interprets and administers pertinent laws within the bureau; evaluates and assesses staff performance; responds to inquiries from the public. Represents agency and state in related activities as required; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the philosophy and methods of vocational rehabilitation services with emphasis on administration and management; considerable knowledge of the objectives and purposes of the vocational rehabilitation programs; considerable knowledge of the principles of professional management; considerable interpersonal skills; considerable written and oral skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations.

EXPERIENCE AND TRAINING

General Experience:

An earned advanced degree and ten (10) years of experience in the field of Vocational Rehabilitation or in related areas.

Special Experience:

Three (3) years of the General Experience must have been at the full advanced working level in the oversight of the development or administration of a Vocational Rehabilitation bureau, system, operation, school or service.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Copy of College transcript(s) (Original will be required upon hire)
3. Three (3) professional reference letters from current and/or former supervisors, or performance appraisals.
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references with your application materials.

**Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT 06105
ATTN: Human Resources**

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact method will be via email if provided on your application.

APPLICATIONS MUST BE RECEIVED OR POSTMARKED ON OR BEFORE October 15, 2015

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.